

# **FIELD OPERATIONS BUREAU**

## **FOOD STAMP UNIT (FSU)**

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**TRANSMITTAL NUMBER: 09-11**

**November 10, 2009**

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**TO:** All Food Assistance Action Committee (FAAC) Members  
And Field Operations Bureau (FOB) Staff

**SUBJECT/PURPOSE:** To Determine If a Secondary Case Is Reviewable

**RELATED REFERENCE:** None

**SUPERSEDES:** Transmittal Number 04-02 Dated June 16, 2004

**EFFECTIVE DATE:** Upon Receipt

### **BACKGROUND:**

The purpose of this transmittal is to provide a sequence of steps to abide by in order to determine if a secondary case is reviewable or Not Subject To Review (NSTR). Follow the instructions below for those few cases in which the "Month Issued" defined below does not match the "Effective Month". For those cases where the Month Issued does match the Effective Month, the case is reviewable. There is a flow chart that illustrates the steps described below; see Attachment 1. There are also examples of different scenarios to help you determine if a case is reviewable or not; see Attachment 2.

### **INSTRUCTIONS:**

Follow the instructions using only the definitions described below to determine if a secondary case is reviewable or NSTR.

### **Definitions**

#### **Effective Month**

This is the month *for* which the allotment was issued. The month issued and the effective month is usually the same month. However, when they are not the same use the instructions provided in this transmittal to determine if the case is reviewable or not.

#### **Initial Allotment**

This is the first allotment received by the household *for* the Effective Month (excluding any supplemental allotments), and can be prorated. In most instances, the initial allotment will be the allotment sampled for review. However, it is possible that a supplemental allotment issued in an ongoing case will be sampled. When this occurs, the case is Not Subject To Review (NSTR). If more than one allotment is issued, then either the "EBT Card Transaction Search" screen in the C-IV system or the "Inquire on the History Data From EBT" screen in the CalWIN system will help identify the initial allotment.

### Month Issued

This is the month *in* which the allotment was issued. As indicated above, typically the month issued and the effective month is the same. When they are not the same use the instructions provided in this Transmittal to determine if the case is reviewable or not.

### Supplemental Allotment

This is a second or greater number of payments for the effective month. If more than one allotment is issued, then either the “EBT Card Transaction Search” screen in the C-IV system or the “Inquire on the History Data From EBT” screen in the CalWIN system will help identify the initial allotment.

### Authorization Date

This is the date on which benefits were authorized for issuance to the household.

## **The Process to Determine If the Secondary Case is Reviewable or NSTR**

Follow these steps to determine whether the secondary case is or is not reviewable:

- Step 1      Is the Effective Month equal to the Month Issued?  
(EM=MI?)  
If YES, complete the review; if NO, go to step 2.
  
- Step 2      Is the Effective Month the first month prior to the Month Issued?  
(EM 1<sup>st</sup> Prior Month to MI?)  
If YES, go to step 3. If NO, go to step 7.
  
- Step 3      Check the Authorization Date.  
(Check AD).
  
- Step 4      Is the Authorization Date in the Month Issued?  
(AD=MI?)  
If YES, the case is NSTR. If NO, go to step 5.
  
- Step 5      Is the Authorization Date in or before the Effective Month. (AD= $\leq$ EM)  
If YES, go to step 6. If NO, the case is NSTR.
  
- Step 6      Is this the Initial Allotment? (Review to the definition for Initial allotment).  
If YES, complete the review. If NO, the case is NSTR.  
(You have completed the review process/steps.)
  
- Step 7      If Step 2 is NO, then is the Effective Month after the Month Issued?  
(EM after MI?).  
If YES, go to step 6. If NO, the case is NSTR.

## **Attachments**

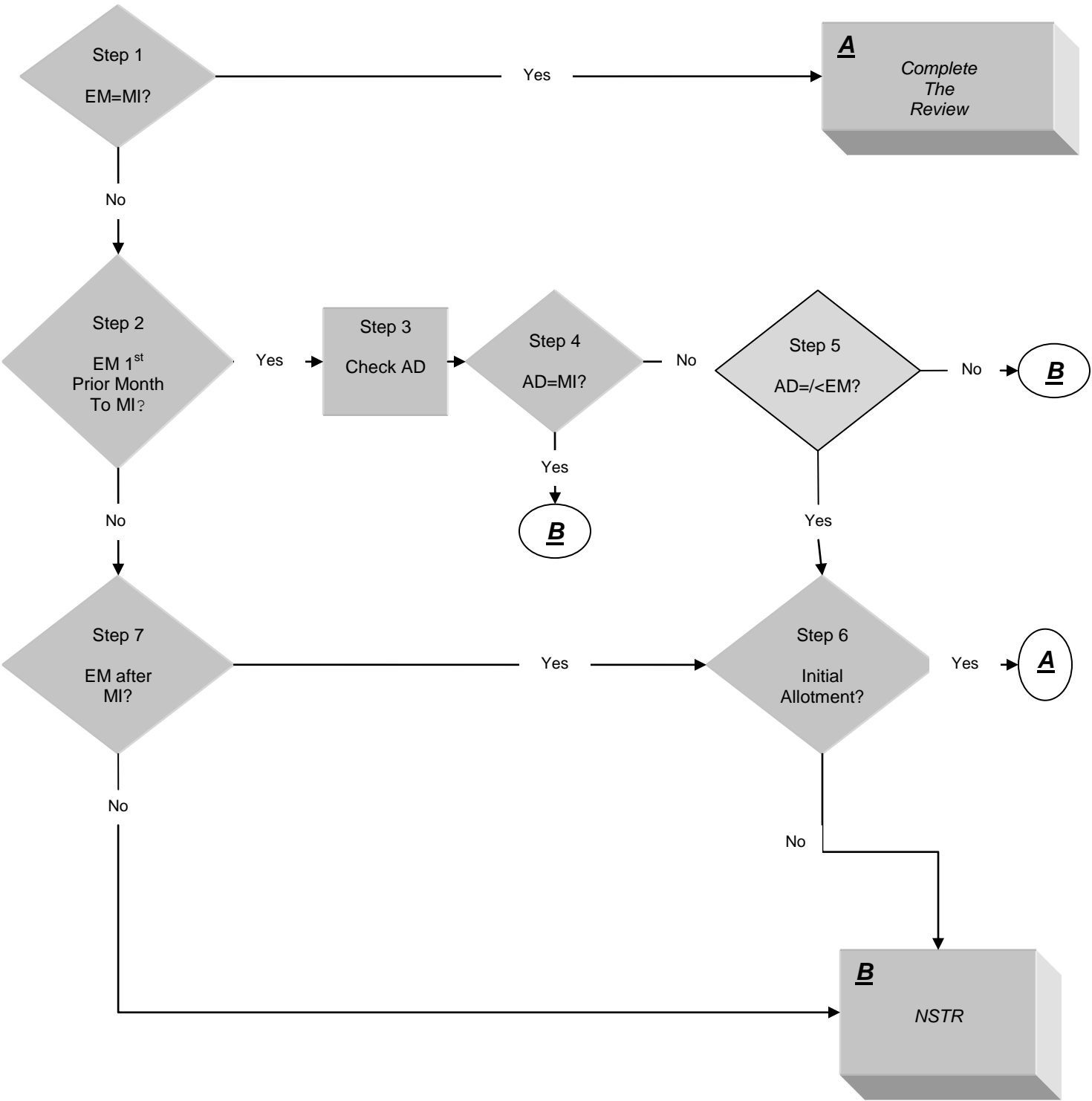
**INQUIRIES:**      **Cheryl Henderson**  
Program Analyst  
Cheryl.Henderson@dss.ca.gov

*Original Signed By Richard Trujillo*

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**RICHARD TRUJILLO, Chief**  
**Field Operations Bureau**

STEPS TO DETERMINE IF A SECONDARY CASE IS  
EITHER REVIEWABLE OR NSTR



## Attachment 2

### EXAMPLES

1. The Month Issued is September. The household applied for FS on July 22. Benefits for July, August, and September were all issued on September 5. The September allotment is selected for review. The case is reviewable because the Effective Month (September) equals the month issued (September). In this example, the September allotment is the Initial Allotment as it is the first allotment received by the household for September. If the allotment for July was selected, and September is the Month Issued, the case would be NSTR because the Effective Month (July) is neither the first month prior nor after the Month Issued.
2. The Month Issued is July. Benefits were authorized July 29 and issued in July for August. The August allotment is selected for review; therefore, the Effective Month is August. In this instance, since the Effective Month does not equal the Month Issued, the reviewer must determine if the Effective Month is the first month prior to the Month Issued. The Effective Month of August is is not the first month prior to the Month Issued of July, so the reviewer must determine if this is the Initial Allotment. If this is the Initial Allotment, the review must be completed. If this is not the Initial Allotment, the case is NSTR. The “EBT Card Transaction Search” screen in the C-IV system or the “Inquire on the History Data From EBT” screen in the CalWIN system will help identify the Initial Allotment.
3. The Month Issued is November. The case was discontinued September 30. The household reapplied on October 28. Benefits were issued in November for October and November. If the November allotment is sampled, the case is reviewable. If the October allotment is sampled, (effective month of October before the month issued of November), the reviewer must check the Authorization Date to determine whether the case is or is not subject to review.
4. The Month Issued is August. The household applied for FS on August 28. Benefits for both August and September were issued on August 30. The September allotment is selected for review and is the first month after the Month Issued. Since September is the Effective Month, the reviewer must determine if this is the Initial Allotment for the Effective Month. If this is the initial allotment, then complete the review. The “EBT Card Transaction Search” screen in the C-IV system or the “Inquire on the History Data From EBT” screen in the CalWIN system will help identify the initial allotment.
5. The Month Issued is September. The household applied for FS on September 28. Benefits for both September and October were issued on September 30. The October allotment is selected for review and is the first month after the review month. In this scenario, the Effective Month (October) is in the next Federal Fiscal Year (FFY), so the case is NSTR.